

CITY OF HOUSTON

Job Posting

Applications accepted from:
Job Classification
Posting Number
Department
Division
Section
Reporting Location
Workdays & Hours

ALL PERSONS INTERESTED DIVISION MANAGER PN# 101204 HOUSTON POLICE BUDGET AND FINANCE N/A

1200 TRAVIS *

MONDAY - FRIDAY, 8:00 A.M. - 5:00 P.M.*

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Manages, trains, develops, counsels and evaluates staff performance in the procurement, office supply inventory, uniform supply inventory and asset management for the Police Department. Drafts and reviews proposed contracts, correspondence, letters of agreement and amendments. Manages and negotiates procurement terms and conditions with potential vendors. Administers various contracts in the Police Department to ensure department and vendor compliance. Acts as a liaison to other departments, government agencies and private sector regarding purchasing, inventory, and assent management. Produce various management, accounting and financial reports as scheduled or as needed for various levels of users.

WORKING CONDITIONS

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Accounting, Engineering or a field closely related to activities of the division.

12 MINIMUM EXPERIENCE REQUIREMENTS

Seven years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity.

A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

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MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's policy on driving. (AP 2-2)

14 PREFERENCES

Persons with understanding of City of Houston contracting process and city procurement system. Persons with understanding of supply/warehouse operations and automated systems. Demonstrated abilities to institute change and manage diverse work groups and functions.

15 <u>SELECTION/SKILLS TESTS REQUIRED</u>

None.

16 <u>SAFETY IMPACT POSITION</u>

■ Yes ? No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 29

\$1,885.00 - \$2,639.00 Biweekly \$49,010.00 - \$68,614.00 Annually

18 OPENING DATE

November 3, 2004

19 <u>CLOSING DATE</u>

Open Until Filled

20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

Our TDD phone number is (713) 837-9496.

An equal opportunity employer